



Hawaii Public Housing Authority
State of Hawaii

RFP SPB-2014-20

Request for Proposals to Issue Section 8 Veterans Affairs
Supportive Housing Project Based Choice Vouchers to a
Qualified Firm or Organization Statewide

Issued April 8, 2014



Notice to Offerors
(Chapter 103D, Hawaii Revised Statutes)

REQUEST FOR PROPOSALS (RFP) No. RFP SPB-2014-20

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes (“HRS”), the Hawaii Public Housing Authority (“HPHA”), will be accepting sealed proposals to: **Issue Section 8 Veterans Affairs Supportive Housing Project Based Vouchers to a Qualified Firm or Organization Statewide.**

The Request for Proposals may be picked up at the HPHA’s Contract and Procurement Office on Oahu located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 or downloaded at the HPHA website at: www.hpha.hawaii.gov beginning April 8, 2014. Interested offerors must have knowledge and experience with the Section 8 housing choice voucher program.

The HPHA’s Contract and Procurement Office will conduct a Pre-Proposal Conference from 10:00 a.m. to 11:00 a.m. Hawaii Standard Time (HST) at the HPHA Building C Conference Room, 1002 North School Street, Honolulu, Hawaii 96817 on Monday, April 14, 2014. The HPHA strongly recommends that all interested offerors attend. For those interested in attending via conference call, please contact the RFP Coordinator listed below no later than 4:00 p.m. HST, Friday, April 11, 2014.

Sealed proposals will be received at the HPHA’s Central Files Office at 1002 N. School Street, Building D, Honolulu, Hawaii 96817 until 4:00 p.m. HST on Thursday, April 24, 2014. Electronic mail and facsimile transmissions **shall not** be accepted. The official time shall be that which is recorded on the time stamp clock of the HPHA for hand-delivered proposals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in proposals delivered/postmarked by the United States Postal Service **must be received** no later than 4:00 p.m. HST on Thursday, April 24, 2014.

The HPHA reserves the right to reject any and all proposals and to accept the proposals in whole or part in the best interest of the State. Questions relating to this solicitation shall be directed to RFP Coordinator, Mr. Rick Sogawa at (808) 832-6038.

HAWAII PUBLIC HOUSING AUTHORITY

Hakim Ouansafi
Executive Director



RFP Table of Contents

Section 1 – Administrative Overview

I.	Authority	1
II.	RFP Organization	1
III.	Contracting Office	2
IV.	Procurement Timeline.....	3
V.	Pre-Proposal Conference	3
VI.	Submission of Questions	3
VII.	Submission of Sealed Proposals	3
VIII.	Discussions with Offerors Prior to Submission.....	5
IX.	Opening of Proposals.....	5
X.	Additional Materials and Documentation.....	5
XI.	RFP Amendments	5
XII.	Additional Terms and Conditions.....	5
XIII.	Cancellation of Request for Proposals.....	5
XIV.	Costs for Proposal Preparation	6
XV.	Mistakes in Proposals	6
XVI.	Rejection of Proposals	6
XVII.	Notice of Award.....	6
XVIII.	Protests.....	7
XIX.	Availability of Funds	8
XX.	Monitoring and Evaluation	8
XXI.	Campaign Contributions by State and County Contractors Prohibited	8

Section 2 – Scope of Work and Specifications

I.	Introduction	
A.	Purpose or Need.....	9
B.	Funding Source and Period of Availability	9
II.	General Requirements	
A.	Qualifying Requirement	10
B.	Type of Contract	11
C.	Single or Multiple Contracts to be Awarded	13
D.	Single or Multi-Term Contracts to be Awarded	13
III.	Contract Monitoring & Remedies	
A.	Monitoring	14
B.	Termination.....	14
IV.	Scope of Work	
A.	Goals of the Program	14
B.	Threshold Requirements.....	15
C.	Eligible Households.....	16

D.	Eligible Units	17
E.	Ineligible Units	17
F.	Occupancy and Vacancy of PBV Units.....	17
G.	Relocation	18
H.	Rent Limits	18
V.	Administrative Requirements & Qualifications	18
VI.	Reporting Requirements	19
VII.	Payment	19

Section 3 – Proposal Forms and Instructions

I.	General Instructions.....	20
II.	Proposal Forms	20
III.	Proposal Application.....	21

Section 4 – Proposal Evaluation and Award

I.	Proposal Evaluation Criteria.....	25
II.	Mandatory Requirements.....	26
III.	Technical Review	26
IV.	Discussions	27

Section 5 – Attachments

1. Housing Assistance Payments Contract, form HUD-52641
2. Sample Competitively Sealed Proposals Application Identification Form

Section 1

Administrative Overview

I. Authority

The Hawaii State Legislature established the Hawaii Public Housing Authority (hereinafter “HPHA”) under Chapter 356D, Hawaii Revised Statutes (HRS). The HPHA provides low income housing and is attached to the Department of Human Services for administrative purposes only. The HPHA is a public body and a body corporate and politic of the State of Hawaii. The HPHA’s role is to address the housing needs of low income families in Hawaii.

The HPHA is requesting proposals from qualified firms and/or organizations to issue from 10 to 75 Veterans Affairs Supportive Housing (VASH) Project Based Vouchers. The HPHA seeks to partner with a qualified firm and/or organization to preserve the supply of affordable housing for veterans statewide.

A determination has been made that the HPHA is unable to secure professional consulting services through a low bid process. Factors included in the determination were: 1) Price is not the primary consideration in determining an award; 2) The resulting Contract may need to be other than a fixed-price type; 3) The specifications for the services cannot be sufficiently described through a low bid process; 4) Oral or written discussions need to be conducted with interested offerors concerning their proposals; 5) Interested offerors may need to revise their proposals, including price; and 6) The award needs to be based on a comparative evaluation in order to determine the most advantageous offering to the State. To that end, a low bid process is not practicable for the HPHA to secure qualified firms and/or organizations to participate in the HPHA’s VASH Project Based Voucher Program.

This Request For Proposals (hereinafter “RFP”) is issued under the provisions of Chapter 103D, HRS, the related administrative rules, and the United States Department of Housing and Urban Development’s (hereinafter “HUD”) regulations. Interested offerors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any interested offeror shall constitute admission of such knowledge on the part of such interested offeror.

II. RFP Organization

This RFP is organized into five (5) sections:

- Section 1 Administrative Overview – Provides interested offerors with an overview of the procurement and contracting process.
- Section 2 Scope of Work and Specifications – Provides interested offerors with a general description of the tasks to be performed, delineates interested offeror’s responsibilities, and defines deliverables as applicable.
- Section 3 Proposal Form and Instructions – Describes the required format and content for the proposal.

- Section 4 Proposal Evaluation & Award– Describes how proposals will be evaluated.
Section 5 Attachments

III. Contracting Office

The Contracting Office is responsible for overseeing the procurement and issuing the Contract resulting from this RFP. The Contracting Office is:

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Telephone: (808) 832-6038

The RFP Coordinator or his/her designated representative is listed below:

Rick Sogawa
Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Telephone: (808) 832-6038
Fax: (808) 832-6039

Email: rick.t.sogawa@hawaii.gov

The HPHA reserves the right to change the RFP Coordinator without prior written notice.

The Section 8 Subsidy Programs Branch (S8SPB) is the office responsible for administering and monitoring the Contract. The designated Contract Administrator or his/her designated representative is responsible for monitoring the activities performed under the Contract and is listed as follows:

Stephanie Fo
Hawaii Public Housing Authority
1002 North School Street
Honolulu, Hawaii 96817

Telephone: (808) 832-5933

Email: stephanie.l.fo@hawaii.gov

Any changes to the Contract Administrator or his/her designated representative shall be provided in writing to the Successful Offeror. The HPHA reserves the right to make changes to the Contract Administrator. Once the Successful Offeror has received the Notice to Proceed, all communications regarding approvals, reports, and requests will be directed to the Contract Administrator.

IV. Procurement Timeline

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFP	April 8, 2014
Distribution of proposal specs/proposal form	April 8, 2014
Pre-Proposal Conference	April 11, 2014
Deadline to submit written inquiries	April 16, 2014
State response to written inquiries	April 18, 2014
Proposal submittal deadlines	Apr 24, 2014; 4:00 pm HST
Proposal review	April 2014
Notice of award	April 2014

The HPHA reserves the right to amend or revise the timetable without prior written notice when it is in the best interest of the State.

V. Pre-Proposal Conference

The HPHA's Contract and Procurement Office will conduct a Pre-Proposal Conference from 10:00 a.m. to 11:00 a.m. Hawaii Standard Time (HST) at the HPHA's Building E Boardroom, 1002 North School Street, Honolulu, Hawaii 96817 on Friday, April 11, 2014. The HPHA strongly recommends that all interested offerors attend. For those interested in attending via conference call, please contact the RFP Coordinator listed below no later than 4:00 p.m. HST, Thursday, April 10, 2014.

Impromptu questions will be permitted at the Pre-Proposal Conference and site inspection and verbal answers provided. Verbal answers provided by the HPHA are not binding and only intended for general direction purposes. Written formal official responses to substantive questions will be provided in writing to each interested offeror as set forth in Section VI herein below no later than April 18, 2014. Any changes required will be issued as an addendum to this RFP.

VI. Submission of Questions

Interested offerors may submit questions to the RFP Coordinator identified in Section 1 of this RFP. The deadline for submission of written questions is 4:30 p.m. HST, on April 16, 2014. All written questions will receive a written response from the HPHA. The HPHA does not guarantee receipt of questions submitted via electronic mail. The HPHA's responses to interested offeror's written questions will be sent not later than April 18, 2014.

VII. Submission of Sealed Proposals

1. **Forms/Formats.** Proposal forms and formats such as price proposal are included in Section 5 – Attachments of this RFP.
2. **Proposal Submittal.** Proposals must be postmarked by the United States Postal

Service (USPS) or hand delivered by the date and time designated in this RFP. Any proposals post-marked or received after the designated date and time shall be rejected. **Electronic submissions such as electronic mail and facsimile transmissions shall not be accepted.**

Requests for clarification and/or best and final offer shall be submitted in a manner as requested by the HPHA in the request.

The register of proposals and proposals shall be open to public inspection after the award of the Contract.

3. **Pre-opening Modification or Withdrawal.** Proposals may be modified or withdrawn prior to the deadline for submittal of proposals by written notice to modify or withdraw the proposal. All requests for modifications shall be sealed, accompanied by the actual modifications to the proposals and signed by an authorized representative.

The written request must be submitted to the HPHA, Contract and Procurement Office, 1002 North School Street, Bldg D, Honolulu, Hawaii 96817 and time stamped by the HPHA. Modifications and/or withdrawals shall be clearly marked and must be received by the HPHA not later than 4:00 p.m. HST on April 24, 2014.

4. **Confidential Information.** If an interested offeror believes that any portion of a proposal contains information that should be withheld as confidential, the **interested offeror shall request in writing nondisclosure of designated proprietary data to be** confidential and provide justification to support the designation of confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal documents to facilitate eventual public inspection of the non-confidential sections of the proposal documents. Note that **the provision of the minimum required services are not considered confidential and will not be withheld.**

Interested offerors that choose to identify portions of their proposal as confidential shall be responsible to ensure that the minimum services are not included. The HPHA will not make any determination of confidentiality for the interested offeror.

If a proposal is marked confidential in its entirety, the HPHA will not make a determination of confidentiality and will refer the request for information to the State's Office of Information Practices.

5. **Exceptions.** Interested offerors shall list any exceptions taken to the terms, conditions, specifications, or other requirements listed herein. Interested offerors must reference the RFP section where the exception is taken, a description of the exception taken, and any proposed alternative. The HPHA shall retain the right to grant exceptions to discretionary policies. Requests for exceptions to State,

Federal, or local laws shall not be approved.

6. Information shall be made confidential as permitted by law.

VIII. Discussion with Offerors Prior to Proposal Submission

Discussions may be conducted with interested offerors to promote understanding of the HPHA's requirements.

IX. Opening of Proposals

Upon receipt of proposals by the HPHA at the designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and whenever possible, time-stamped. All documents so received shall be held in a secure place by the HPHA and shall not be examined for evaluation purposes until the submittal deadline. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties. Sealed proposals shall not be opened at a public proposal opening.

X. Additional Materials and Documentation

Proposal samples or descriptive literature should not be submitted unless specifically requested within the RFP. Any unsolicited documentation, literature, samples, or brochures will not be examined or tested, and will not be deemed to vary any of the provisions of this RFP.

XI. RFP Amendments

The HPHA reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals. Interested offerors will be notified of the availability of amendments through verbal or written communication.

XII. Additional Terms and Conditions

The HPHA reserves the right to add terms and conditions during contract negotiations and discussions. These terms and conditions may be within the scope of the RFP and will not affect the proposal evaluation.

XIII. Cancellation of the Request for Proposals

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when determined by the HPHA to be in the best interests of the State.

XIV. Costs for Proposal Preparation and Verification

Any costs incurred by interested offerors in preparing or submitting a proposal are the interested offeror's sole responsibility. Any costs incurred by the Successful Offeror prior to the execution of a Contract are not eligible for reimbursement.

Costs incurred in connection with the review, inspection and verification of information provided in the RFP shall be the interested offeror's sole responsibility.

Interested offerors shall ensure that the HPHA is provided with the written authorization(s) necessary to verify information provided in the interested offeror's proposal.

XV. Mistakes in Proposals

While interested offerors are bound by their proposals, circumstances may arise where a correction or withdrawal of proposals is proper. An obvious mistake in a proposal may be corrected or withdrawn, or waived by the interested offeror to the extent that it is not contrary to the best interest of the HPHA or to the fair treatment of other interested offerors. Mistakes in proposals shall be handled as provided for in section 3-122, Hawaii Administrative Rules (HAR) and HUD requirements at HUD Handbook 7460.8 REV 2.

XVI. Rejection of Proposals

The HPHA reserves the right to consider as acceptable only those proposals submitted in accordance with the requirements set forth in this RFP and which demonstrate an understanding of the service specifications. Any proposal offering may be rejected without further notice if it is:

1. Determined to be unreasonable in price, including not only the total price of the proposal, but the prices for individual items as well; or
2. Determined to offer a set of terms or conditions that are contradictory to the minimum requirements included in this RFP.

XVII. Notice of Award

The Successful Offeror shall receive a Notice of Award, which will indicate that the Successful Offeror has been selected to provide the services under this RFP.

No work is to be undertaken by the Successful Offeror prior to the Contract commencement date. The HPHA is not liable for any work, contract costs, expenses, loss of profits, or any damages whatsoever incurred by the Successful Offeror prior to the Contract starting date.

Reference Responsibility of Offeror in section 3-122-112, HAR. Offeror shall produce documents to the procurement officer to demonstrate compliance with this section.

The Successful Offeror receiving award shall be required to enter into a formal written Contract.

XVIII. Protests

Pursuant to HRS section 103D-701, HRS, an actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. An actual or prospective offeror may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103D, HRS.
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103D, HRS.
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the State Contracting Office conducting the protested procurement and the Procurement Officer who is conducting the procurement, as indicated below, within five (5) working days after the aggrieved person knows or should have known of the facts giving rise thereto; provided that a protest based upon the content of the solicitation shall be submitted in writing prior to the date set for receipt of offers. Further provided that a protest of an award or proposed award shall be submitted within five (5) days after the posting of award of the contract. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the State Contracting Office. Any notice of award letter(s), resulting from this solicitation shall be posted on the Procurement Reporting System on the State Procurement Office website at <http://www.hawaii.gov/spo2/source/>.

Head of State Contracting Office		Procurement Officer	
Name:	Hakim Ouansafi	Name:	Rick T. Sogawa
Title:	Executive Director	Title:	Procurement Officer
Mailing Address:	P.O. Box 17907 Honolulu, Hawaii 96817	Mailing Address:	P.O. Box 17907 Honolulu, Hawaii 96817
Business Address:	1002 N. School St, Bldg. E Honolulu, Hawaii 96817	Business Address:	1002 N. School St, Bldg. D Honolulu, Hawaii 96817

XIX. Availability of Funds

The award of a Contract and any allowed renewal or extension thereof, are subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability and allotment of State and/or Federal funds.

XX. Monitoring and Evaluation

The Successful Offeror's performance under the Contract will be monitored and evaluated by the Contract Administrator or his/her designated representative, the HPHA's auditors, and/or other designated representatives.

Failure to comply with all material terms of the Contract may be cause for suspension or termination, as provided in the General Conditions. The Successful Offeror may be required to submit additional written reports, including a corrective action plan, in response to monitoring conducted by the HPHA. These additional reports shall not be considered a change to the scope of work and shall continue for a duration of time as deemed necessary by the HPHA.

XXI. Campaign Contributions by State and County Contractors Prohibited

If awarded a Contract in response to this solicitation, the Successful Offeror agrees to comply with §11-355, HRS, which states that campaign contributions are prohibited from a State and county government contractor during the term of the Contract if the Contractor is paid with funds appropriated by the legislative body between the execution of the Contract through the completion of the Contract.

(END OF SECTION)

Section 2

Scope of Services

I. INTRODUCTION

A. Purpose or need

On February 4, 2014 U.S. Department of Housing and Urban Development (HUD) issued a Notice of Funding Availability (NOFA) to competitively award Project-based HUD-Veterans Affairs Supportive Housing (VASH) vouchers to Public Housing Agencies who administer the VASH program in partnership with their local Veterans Affairs Medical Center. PBV assistance provides rental subsidies paid on behalf of eligible families who live in units that are contracted under the program. Project-based VASH vouchers are designated specifically for homeless veterans to access affordable housing with an array of supportive services. In this solicitation, the HPHA seeks proposals from qualified firms and/or organizations who will commit at least 10 and not more than 75 units of housing that will receive assistance through Project-based VASH vouchers.

Conditioned upon and subject to the HPHA's successful award of Project-based VASH funding, pursuant to the NOFA, the HPHA will offer the Successful Offerors of selected quality affordable housing an allowance of vouchers that can be attached to designated units of their rental housing. The Successful Offeror will gain the benefit of a Housing Assistance Payments (HAP) Contract with the HPHA ensuring a Section 8 approved rent for their properties for an extended period. Eligible veterans and their families who are extremely low-income, households at 50% Area Median Income or below, will gain the benefit of quality affordable housing combined with VA sponsored supportive services.

The Project-Based Voucher (PBV) Program regulations are set forth in the Code of Federal Regulations, Title 24, Part 983. A copy of these regulations is available at www.ecfr.gov.

B. Funding source and period of availability

Funds are subject to award by HUD. Funding and period of availability may change upon notice by the HPHA.

It is understood that the HAP Contract shall not be binding, unless the HPHA can document that there is available an unexpended appropriation or balance of an appropriation over and above all outstanding contracts sufficient to cover the amount required by the HAP Contract. Any HAP Contract entered into as a result of this RFP is binding only to the extent that funds are certified as available and that the availability of funds in excess of the amount certified as available shall be contingent upon future appropriations or special fund revenues.

II. GENERAL REQUIREMENTS

A. Qualifying Requirements

1. The Successful Offeror must have no outstanding balances owing to the HPHA. Exceptions may be granted by the Executive Director of the HPHA for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HPHA.
2. Interested offerors are advised that if awarded a HAP Contract, the Successful Offeror must furnish proof of compliance with the requirements of section 3-122-112, HAR:
 - a. Chapter 237, HRS, tax clearance;
 - b. Chapter 383, HRS, unemployment insurance;
 - c. Chapter 386, HRS, workers' compensation;
 - d. Chapter 392, HRS, temporary disability insurance;
 - e. Chapter 393, HRS, prepaid health care; and
 - f. One of the following:

- i. Be registered and incorporated or organized under the laws of the State of Hawaii (hereinafter referred to as a "Hawaii business").

Hawaii business. A business entity referred to as a "Hawaii business" is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, the interested offeror shall submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A Hawaii business doing business as a sole proprietorship is not required to register with the BREG, and therefore not required to submit the certificate. A Successful Offeror's status as sole proprietor or other business entity and its business street address will be used to confirm that the Successful Offeror is a Hawaii business.

- ii. Be registered to do business in the State of Hawaii (hereinafter referred to as a "compliant non-Hawaii business").

Compliant non-Hawaii business. A business entity referred to as a "compliant non-Hawaii business," is not incorporated or organized under the laws of the State of Hawaii, but is registered to do business in the State. As evidence of compliance, the interested offeror shall submit a *CERTIFICATE OF GOOD STANDING*.

4. Business Office

The Successful Offeror shall have, at a minimum, a telephone number and electronic mail address from which it conducts business and is accessible by telephone from 7:45 a.m. to 4:30 p.m. HST for meetings, teleconferences, video conferences, concerns or requests that need immediate attention. An answering service is not acceptable. An office location, phone number and electronic mail address shall be stated in the interested offeror's proposal.

5. Certifications of Eligibility

The Successful Offeror shall demonstrate compliance with the following:

- a. Tax Clearance, Form A-6;
- b. Department of Labor and Industrial Relations, Application for Certificate of Compliance, Form LIR #27; and
- c. Certificate of Good Standing issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG).

The Successful Offeror may demonstrate compliance of the above by using the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at:

<http://vendors.ehawaii.gov/hce/splash/welcome.html>

The HCE provides the applicant with a "Certificate of Vendor Compliance" with current compliance status as of the issuance date, accepted for both contracting purposes and final payment. Businesses that elect to use the new HCE services will be required to pay any annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC).

B. Type of Contract

1. The HPHA will enter into a HAP Contract with once the units pass a Housing Quality Standards (HQS) inspection. Successful Offerors of newly constructed and rehabilitated units must complete the units and pass an HQS inspection before the HPHA will execute a HAP contract. See Attachment 1.
2. During the term of the HAP Contract, the HPHA will make housing assistance payments to the Successful Offeror for units occupied and leased by eligible families.
3. The HPHA may deny extension of a housing assistance payment to the Successful

Offeror for failure to maintain units, owner misconduct, or if the units no longer meet the needs addressed by the PBV goals.

Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the Successful Offeror shall execute and deliver to the HPHA the HAP Contract in such number of copies as required by the HPHA.

By submission of a proposal, interested offerors warrant and represent that they have read and are familiar with the contractual and service requirements set forth in the RFP and its attachments, the provisions of which are expressly incorporated into this RFP by reference.

All proposals shall become the property of the HPHA. The Successful Offeror's proposal may be incorporated in the resulting HAP Contract by reference.

4. Subcontracting

No work or services shall be subcontracted or assigned without the prior written approval of the HPHA. No subcontract shall under any circumstances relieve the Successful Offeror of his/her obligations and liability under a HAP Contract with the HPHA. All persons engaged in performing the work covered by the Contract shall be considered employees of the Successful Offeror.

5. Contract Modification

The HAP Contract may be modified only by a written amendment signed by the HPHA and personnel authorized to sign contracts on behalf of the Successful Offeror as designated in a corporate resolution, if applicable.

6. Additional Services and Fees

For services not described in the HAP Contract, the Successful Offeror and the HPHA shall negotiate for additional needed services and fees which may arise during the course of the HAP Contract. Any agreement shall be in writing, executed by all parties, and shall be attached to the HAP Contract as an amendment to expire at the same time as the original HAP Contract or subsequent extension period.

7. Laws, Rules, Ordinances and Regulations

Reference to Federal, State, City and County laws, ordinances, rules and regulations and standard specifications shall include any amendments thereto effective as of the date of the RFP.

8. Bonds

No performance or payment bond is required.

C. Single or multiple contracts to be awarded

☐ Single ☐ Multiple ☒ Single and/or Multiple

D. Single or multi-term contracts to be awarded

☐ Single term (≤ 1 yrs) ☒ Multi-term (> 1 yrs.)

Initial term of contract: 120 months

Length of each extension: Up to twelve months; may be more/less than 12 months when it is in the best interests of the State

Maximum length of contract: 300 months

The initial period shall commence on the HAP Contract start date. The following conditions must be met for an extension:

1. The HPHA determines there is an ongoing need for the services and has funds to extend services not to exceed 180 months. Contract extensions shall be awarded as agreed upon in the Primary Contract; and
2. A Supplemental Contract must be executed prior to expiration of the Primary Contract; and
3. The Contractor must obtain the HPHA approval in writing and a notice to proceed with the extension.

The option to extend the HAP Contract shall be at the sole discretion of the HPHA. The HAP Contract shall be extended at the same rates as proposed in the original proposal unless price adjustments are provided herein. Submission of a proposal constitutes acknowledgement of the interested offeror that the interested offeror is able and willing to contract for services for the duration of the Contract period. If the Successful Offeror is unwilling or unable to fulfill the maximum allowable HAP Contract, the HPHA reserves the right to assign the costs of reprocurement to any payments owed under the HAP Contract. These costs may include without limitation reproduction costs, staff time, and postage.

III. CONTRACT MONITORING & REMEDIES

A. Monitoring

1. The satisfactory provision of shall be monitored by the Contract Administrator. Performance will be monitored on an ongoing basis by the HPHA through desk monitoring, site inspection and/or other methods by the Contract Administrator and his/her designated representative(s).
2. Should the Successful Offeror fail to comply with the requirements of the HAP Contract, the HPHA may request a written corrective action plan, a timeline for implementation, and the responsible parties. The HPHA will monitor the Successful Offeror for implementation of the corrective action plan. The HPHA reserves the right to request regular or additional reports on progress towards compliance with the HAP Contract and the corrective action plan.
3. Should the Successful Offeror continue to fail to comply with the requirements of the HAP Contract, the HPHA reserves the right to engage the services of another company to perform the services, to remedy the defect or failure and to deduct such costs from monies due to the Successful Offeror or to directly assess the Successful Offeror.
4. In the event the Successful Offeror fails, refuses, or neglects to perform the services in accordance with the requirements of this RFP, and the HAP Contract, the HPHA reserves the right to purchase in the open market, a corresponding quantity of services, and to deduct this cost from moneys due or that may thereafter become due the Successful Offeror. In case money due to the Successful Offeror is insufficient for this purpose, the Successful Offeror shall pay the difference upon demand by the HPHA. The HPHA may also utilize all other remedies provided under the Contract and by law and rules.

B. Termination

The HPHA reserves the right to terminate any HAP Contract without penalty for cause or convenience.

IV. SCOPE OF WORK

A. Goals of the Program

The HPHA is soliciting proposals from 10 to 75 Project-based Vouchers from qualified firms and/or organizations for its VASH Project-Based Voucher Program. The HPHA seeks to partner with a qualified firms and/or organizationsto preserve the supply of affordable housing for veterans statewide.

The HPHA will enter into a 10-year HAP Contract with the Successful Offeror(s) of existing and or new housing selected under the Program criteria. The HAP Contract is renewable for up to a 25-year term. The HPHA is looking for properties that are existing housing and/or newly constructed or substantially rehabilitated housing.

B. Threshold Requirements

All proposals must meet the following threshold requirements:

1. Interested offerors must provide evidence acceptable to the HPHA of the proposed firm or organization's experience with similar projects.
2. Interested offerors must include an acceptable and reasonable schedule for leasing the units.
3. Interested offerors must include evidence of site control and financial commitments sufficient to pay any acquisition costs and for all necessary costs to make the units compliant with HUD Housing Quality Standards (HQS).
4. Interested offerors may propose all or a portion of units in a development for VASH PBV assistance. However, in a multi-family building, five (5) or more units, no more than 25% of the units may receive PBV assistance. For this solicitation, the building must have at least 40 units.
5. Proposed project must be located in a census tract with a poverty rate of no more than 20%. An exception to this requirement is possible if certain other conditions exist, i.e., there has been an overall decline in poverty rate over the past five years; the area is undergoing significant revitalization; new market rate units are being developed that would positively impact the poverty rate; and other conditions. Poverty rate, minority concentration and other characteristics of the neighborhood and census tract where the project is/will be located may apply. See 24 CFR Section 983.57 Site Selection Standards. A copy of these regulations is available at www.ecfr.gov.
6. Interested offerors must request between 10 to 75 units.
7. Be ready for occupancy within 90 days of the HPHA receiving an award from HUD.
8. Interested offerors must offer supportive services to veterans to be eligible.
9. If there are an insufficient number of vouchers available to fund a selected proposal, the HPHA will offer the Successful Offeror a HAP contract with a

reduced number of vouchers. If the Successful Offeror does not agree to accept a reduced number, the vouchers will be returned to the pool to be allocated in the next PBV funding cycle.

10. The funding of the 10 to 75 VASH project-based vouchers is contingent upon the HPHA receiving grant funding for these vouchers. If the grant funding is not received, the vouchers will not be issued.
11. Interested offerors are not limited on the number of proposals they may submit for consideration under this solicitation. However, each proposal must be for a single project. For each project submitted, the interested offeror must provide the number of VASH PBV units requested and breakdown of unit size, including the breakdown of any accessible units by size.
12. VASH PBV activities are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The HPHA must obtain documentation of environmental clearance from the Responsible Entity who conducted or approved the environmental review. A copy of these regulations is available at www.ecfr.gov.
13. New construction projects or existing PBV projects in need of rehabilitation that utilize tax credits or other governmental housing assistance from federal, state, or local agencies are subject to a subsidy layering review (24 CFR Section 983.55) to prevent excessive public assistance for the project. Interested offerors will be required to submit a list of documents to the HPHA which will then be submitted to HUD for the review. It is the sole responsibility of the interested offeror to ensure that they are in compliance with any subsidy layering requirements imposed upon the project from previous funding sources. A copy of these regulations is available at www.ecfr.gov.
14. All other reviews required pursuant to PBV regulations set forth in 24 CFR Part 983. A copy of these regulations is available at www.ecfr.gov.

C. Eligible Households

1. Homeless veterans, whose household income is 50% or less of Area Median Income, who need case management services in order to obtain and sustain independent community housing.
2. Please note the following:
 - i. The clinical eligibility for the program will be determined by the VA; and
 - ii. Any member of the household that is required to maintain Lifetime Sexual Offender Registry status is not eligible to participate in this program.

D. Eligible Units

1. Existing housing that is ready for occupancy **within 30 days** of HUD's issuance of the vouchers.
2. Newly constructed or rehabilitated units that will execute an agreement to enter into housing assistance payments and start construction within 6 months of selection date for PBVs under the HUD published notice. Construction must begin by February 3, 2015.
3. Newly constructed or substantially rehabilitated units that will be ready for occupancy **within 12 months** of signing the Agreement to Enter into a Housing Assistance Payments contract.
4. Newly constructed or substantially rehabilitated units that will be ready for occupancy **after 12 months** of signing the Agreement to Enter into a Housing Assistance Payments contract.

E. Ineligible Units

Certain special housing types are not eligible for project-based assistance. These include transitional housing, owner-occupied units, shared housing, public housing, Section 202 housing, and Section 236 housing, exception made for units subsidized with Section 236 interest reduction payments, and units occupied by families who are ineligible for participating in the VASH project-based voucher program. Please refer to 24 CFR 983.53 for a complete list of ineligible properties.

F. Occupancy and Vacancy of PBV Units

1. Project-based units must be leased to families eligible for Section 8 assistance for HUD-VASH for the term of the HAP contract. Vacancies will be filled using direct referrals from the VA.
2. The property owner and tenant of a PBV unit must notify the HPHA immediately if a tenant will be moving from a PBV unit. The HPHA will notify the VA of the vacancy and the VA will refer appropriately-sized households at the top of the HUD-VASH waiting list. Once a tenant is approved by the property owner, the property owner must refer the family back to the HPHA for final voucher eligibility. A veteran who resides in a PBV unit for at least one year may move with continued rental assistance with a HUD-VASH tenant-based voucher, if one is available. The PBV unit the family occupies must then be rented to a new eligible veteran.

G. Relocation

For units to be considered eligible for VASH PBV, any occupants already residing in the units must meet the income eligibility requirements of the program. If the Successful Offeror intends to apply VASH PBV to occupied units, they must determine if the current occupants are income eligible. If Successful Offerors have residents that are not income eligible, they must develop a relocation plan consistent with the Uniform Relocation Act (URA), passed by Congress in 1970. See Title 49 CFR Part 24. A copy of these regulations is available at www.ecfr.gov.

H. Rent Limits

The gross rent, including utility allowance, if any, may not exceed 110% of Fair Market Rent (FMR) for both initial rent and annual adjustments, and must be rent reasonable in relation to rents charge in the private market for comparable unassisted units.

HPHA Payment Standards:

Bedroom Size	Payment Standard
0	\$1140
1	\$1244
2	\$1638
3	\$2414
4	\$2770
5	\$3186
6	\$3601

Properties utilizing Low Income Housing Tax Credits (LIHTC) have additional requirements for calculating rent amounts; however, properties eligible under this solicitation must comply with conditions that allow the rent to be calculated in accordance with the paragraph above.

V. ADMINSTRATIVE REQUIREMENTS & QUALIFICATIONS

- A.** The Successful Offeror shall designate a contact person who will be responsible for project oversight and ensure Contract performance. The contact person shall be able to respond to the HPHA's inquiries, complaints/ problems within one (1) working day.
- B.** The HPHA's Contract Administrator may send a monitoring report to the Successful Offeror's contact person. The monitoring report will document discrepancies or Contract violation(s) which need correction. These discrepancies or Contract violation(s) must be corrected by the time periods provided.

- C. The Successful Offeror shall ensure adequate and appropriate representation at regular meetings with the HPHA. At this time, the HPHA anticipates quarterly meetings with the Successful Offeror's contact person who will be responsible for oversight of Contract performance or as needed. Additional meetings may be required by the HPHA.

VI. REPORTING REQUIREMENTS

The Successful Offeror shall be responsible for the timely submission of reports as requested by the HPHA, including without limitation, the following:

- A. Progress reports on the implementation of corrective action plans; and/or
- B. Special requests in response to inquiries from the HPHA Board of Directors, and/or other government agencies, including the State Legislature.

VII. PAYMENT

Payment shall be made in accordance with the HAP Contract, section 7, page 5. See Attachment 1.

(END OF SECTION)

Section 3

Proposal Forms and Instructions

I. General Instructions

When an interested offeror submits a proposal, it shall be considered a complete plan for accomplishing the tasks identified in this RFP. The interested offeror's proposal must demonstrate an understanding of and the ability to meet and perform all contractual requirements listed in this RFP.

The submission of a proposal shall constitute the interested offeror's indisputable representation of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey a reasonable understanding of all terms and conditions of performance of the work to interested offeror.

An interested offeror shall submit one (1) original proposal marked "ORIGINAL" and four (4) copies of the original marked "COPY." It is imperative to note that the interested offeror submit only one (1) original and the required number of copies. The outer envelope or packaging of the proposals shall be sealed and clearly marked with the RFP number and title, the interested offeror's name, address, telephone and fax numbers.

Any and all corrections to a proposal shall be initialed in ink by the person signing the proposal for the interested offeror. Any illegible or otherwise unrecognizable corrections or initials may cause rejection of the proposal.

Before submitting a proposal, each interested offeror must:

1. Thoroughly examine the solicitation documents. Solicitation documents include this RFP, any attachments, plans referred to herein, and any other relevant documentation.
2. Be familiar with local, State, and Federal laws, ordinances, rules and regulations that may in any manner affect cost, progress, or performance of the work.

Proposals shall be submitted to the HPHA in the prescribed format outlined in this RFP. A written response is required for each item, unless indicated otherwise.

No supplemental literature, brochures or other unsolicited information should be included in the proposal packet.

II. Proposal Forms

- A. The proposal forms must be completed and submitted to the HPHA by the required due date and time, and in the form prescribed by the HPHA. Electronic mail and facsimile transmissions shall not be accepted. Proposals submitted on

compact disk or in electronic format shall not be accepted.

- B. Interested offerors shall submit its proposal under the interested offeror's exact legal name that is registered with the State of Hawaii's Department of Commerce and Consumer Affairs and shall indicate this exact legal name. Failure to do so may delay proper execution of the Contract.
- C. Interested offeror's authorized signature shall be an original signature in ink. If the proposal is unsigned or the affixed signature is a facsimile or a photocopy, the proposal shall be automatically rejected. If the proposal is not signed by an authorized representative as submitted on the corporate resolution, the proposal shall be automatically rejected.
- D. A proposal security deposit is not required for this RFP.
- F. The numerical outline for the application, the titles/subtitles, and the interested offeror organization and RFP identification information on the top right hand corner of each page should be included.
- G. Consecutive page numbering of the Proposal Application should begin with page one and end with the last numbered page of the complete proposal.
- H. Proposals must be submitted on white, 8 ½" x 11" paper and shall be bound such as a three ring binder. Tabbing of sections is required.

III. Proposal Application:

A. Transmittal Letter

A Transmittal Letter shall be included in the proposal. See Attachment 14. The Transmittal Letter shall be in the form of a standard business letter and may be submitted on official business letterhead and shall be signed by an authorized representative. The Transmittal Letter must include:

1. A statement indicating that the interested offeror is a corporation or other legal entity and the taxpayer identification number of the legal entity.
2. A statement that the interested offeror is or will be registered to do business in Hawaii and is or will obtain a State General Excise Tax License before the start of the work.
3. A statement acknowledging and identifying that all addenda to this RFP issued by the HPHA have been received by the interested offeror. If no addenda have been received, a statement to that effect should be included.

B. Experience and Capability

This section shall describe the interested offeror's experience and capability as follows:

1. Section 8 Voucher Program;
2. managing 100 units, including at least 20 units of homeless housing for at least 2 years and familiarity with the Section 8 Voucher Program.
3. Developing supportive housing for veterans, homeless, elderly or disabled families; and
4. Collaborating with the Veterans Administration.

C. Property Summary

This section shall provide a property description as follows:

1. Property name;
2. Property address;
3. County;
4. Census tract no.;
5. Total number of buildings in the property;
6. Total number of HUD-VASH units per building;
7. Total number of HUD-VASH units by bedroom size;
8. Target population of non HUD-VASH units;
9. Management agent name;
10. Management agent contact person; and
11. Management agent contact phone no., fax no., e-mail address.

Please include a timeline for activities, specific benchmarks for acquisition, assembly of the development team, plans and specifications, completion of financial approvals, county approvals, building permits, project construction start date, completion date and estimated date of lease up.

D. Property Type

This section shall identify the type of the property: existing, substantial rehabilitation or new construction.

1. For existing properties:
 - i. Identify the year that the property was placed in service.
 - ii. Provide documentation that the building is in good standing, i.e. property taxes and insurance are current.

- iii. Identify all rental subsidy sources currently provided to the property and the addresses of subsidized units.
 - iv. Identify the number of units that do not have rent subsidies and the current rent rates.
 - v. Identify the current occupancy and vacancy rates for the property.
 - vi. Identify the current income levels for the property's tenants.
 - vii. Identify the types of utilities that are included in the rent.
 - viii. If the rents in the property "restricted", identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail and attach a copy of the Deed Restriction(s), note and mortgage if applicable).
2. For new construction or substantial rehabilitation where rehabilitation costs exceed 50% of the value of the property:
- i. Identify the date the property is anticipated to be placed in service.
 - ii. Identify all funding sources and attach copies of funding commitments.
 - iii. Identify the number of units by bedroom size.
 - iv. Identify the number of proposed HUD-VASH units by bedroom size.
 - v. Identify the types of utilities that are included in the rent;
 - vi. If the rents in the property will be "restricted", identify the program and contact information of the administrative agent (name, address, phone, fax, e-mail and attach a copy of the Deed Restriction(s), note and mortgage if applicable).

E. Unit Size

This section shall include a breakdown of the units in the proposed property by bedroom size. The HPHA is requiring that at least 70% of the property consist of one-bedroom/studio units and meets all current Americans with Disabilities Act (ADA) requirements or provide adaptable units, which can be adapted at the interested offerors expense (i.e. the interested offeror requests 20 VASH PBV and specifies that at least 14 of the units will be one-bedroom/studio units. Studio units must have a full bath and kitchen within the unit to be eligible.)

F. Supportive Services

This section shall include a description of the specific supportive services available from the Veterans Administration and other local social service providers to support the residents of the property including fair housing counseling. The description must include the type of service, the name of the provider, the length of time services will be available to each resident and how the services will be monitored by the VA or another responsible party. Please include a list by type and location of community facilities and resources for the veterans living at the property. This list should include but not be limited to: grocery stores, libraries, medical services, educational opportunities, and modes of transportation available if the resources are not easily accessible.

G. Financial Capacity

This section shall include financial information such as operating pro forma listing all incoming revenue delineated by unit type, supplemental income, and expenses anticipated to be incurred, development budget including acquisition, construction, soft costs, developer fees, all other operating costs and an operating reserve and documentation to support rent reasonableness.

(END OF SECTION)

Section 4

Proposal Evaluation & Award

I. Proposal Evaluation Criteria

An evaluation committee approved by the HPHA's Executive Director or designee will evaluate all responsive and responsible proposals. The evaluation of such proposals will be based solely on the evaluation criteria set out in this RFP. The evaluation committee's primary responsibility shall be to review the technical aspects of the proposals submitted. The price proposal review will be conducted by the evaluation committee chairperson. The review criteria will be as follows:

<u>Evaluation Categories</u>	<u>Possible Points</u>
Mandatory Requirements	Pass or Rejected
<i>Proposal Application</i>	100 Points
a. Experience and Capability <ul style="list-style-type: none"> Up to 30 points will be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it has the experience, necessary skills, abilities, knowledge of managing 100 units, including at least 20 units of homeless housing for at least 2 years and familiarity with the Section 8 Voucher Program. 	30 points
b. Property Readiness <ul style="list-style-type: none"> Up to 15 points will be awarded based on the degree to which the property is ready for occupancy. 	15 points
c. Supportive Services <ul style="list-style-type: none"> Up to 30 points will be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it will provide supportive services reflecting the specific needs of homeless veterans. 	30 points
d. Unit Size and Accessibility <ul style="list-style-type: none"> Up to 10 points shall be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it meets or exceeds the targeted mix of predominantly one-bedroom/studio units 	10 points

Evaluation Categories**Possible Points****Mandatory Requirements****Pass or Rejected**

e. Financial Capacity**15 points**

- Up to 15 points shall be awarded based on the degree to which the interested offeror clearly and concisely demonstrates that it is financially feasible to enter into a multi-year HAP contract.
-

TOTAL POSSIBLE POINTS**100 Points**

Proposals shall be classified initially as acceptable, potentially acceptable, or unacceptable. If numerous acceptable and potentially acceptable proposals are submitted, the evaluation committee may rank the proposals and limit the priority list to three (3) responsive and responsible offerors who submitted the highest-ranked proposals. If there are less than three (3) acceptable or potentially acceptable proposals, the HPHA shall not be required to hold discussions with these offerors who submitted unacceptable proposals.

II. Mandatory Requirements

The HPHA will conduct an initial review to ensure that all proposals meet the minimum threshold requirements. Proposals will be reviewed to ensure submittal of all required attachments, certifications, forms, and narrative sections.

Statements which indicate that mandatory certifications will be submitted upon Contract award shall be unacceptable.

III. Technical Review

The Successful Offeror's proposal shall be in the form prescribed by this solicitation and shall contain a response to each of the areas identified that affects the evaluation factors for award.

- A. The technical proposal will be evaluated to determine, if the Successful Offeror possesses the capability to successfully perform the requirements of the solicitation. The technical criteria are shown below:

1. Experience and Capability;
2. Property Readiness;
3. Supportive Services;
4. Unit Size and Accessibility; and
5. Financial Capacity.

- B. Proposals will be evaluated for technical and contractual acceptability. Proposals shall be prepared in accordance with the instructions given in the RFP and shall meet all requirements set forth in this RFP.
- C. All proposals will be reviewed for reasonableness. Those offers that are not within the competitive range will be notified that their proposals are unacceptable, negotiations/discussions with them are not contemplated, and any revisions of their proposals will not be considered.
- D. Award will be made to the responsible offeror whose proposal, conforming to the solicitation, will be most advantageous to the HPHA, considering the evaluation criteria listed herein.

Pursuant to Section 3-122-59, HAR, if for a given request for proposals, there is only one (1) responsive and responsible offeror submitting an acceptable proposal, an award may be made to the single offeror, or rejected, if conditions in Section 3-122-59(a)(1) are not met, and new requests for proposals may be solicited or the procurement may be cancelled.

- E. The HPHA reserves the right to award a Contract on the basis of the initial offers received without discussion. Offers are solicited on an "all or none" basis. Failure to submit offers for all items and quantities listed shall be cause for rejection. Proposals should be submitted initially on the most favorable terms of a price and technical standpoint, which the interested offeror can submit to the HPHA.
- F. All proposals submitted will be evaluated on the basis of the evaluation criteria listed herein. Proposals shall conform to all terms and conditions contained in the Request for Proposals. Proposals which do not conform to all requirements expressed in this solicitation may be rejected without further evaluation, deliberation or discussion.

IV. Discussions

Discussion may be conducted with priority listed offerors who submit proposals determined to be acceptable or potentially acceptable of being selected for award, but proposals may be accepted without discussions. The objective of these discussions is to: 1) promote understanding of the requirements set forth in this RFP and the interested offeror's proposal; and 2) facilitate arriving at a contract that will provide the best value to the State, taking into consideration the evaluation factors listed herein.

(END OF SECTION)

Section 5

Attachments

1. Housing Assistance Payments Contract, form HUD-52641
2. Sample Competitively Sealed Proposals Application Identification Form